
ATTACHMENT A

Statement of Work and Proposed Timeline

STATEMENT OF WORK

The City of Frisco, Texas (hereinafter, Frisco), through its Police Department, desires evaluation services related to its federally-funded Citizen Contact Patrol Program (the Program), and desires to procure those services from the University of Texas at Dallas (the University) through its Institute for Urban Policy Research (the Institute). This statement of work outlines the specific work to be done in providing said evaluation services.

The University agrees to provide an outcome evaluation of the Program through, generally, the use of a pre-test / post-test design with both quantitative and qualitative elements. Specific services are outlined as follows.

1. The University will provide a quantitative analysis of resident perceptions of safety and crime in the program's target neighborhood. Specifically, the University will:
 - a. Develop a brief survey instrument, in both the English and Spanish languages, based on elements contained in other nationally recognized crime perception surveys;
 - b. Working with program staff, develop a sampling strategy that maximizes target neighborhood resident opportunity to participate, and deploy the sample according to said strategy at three time points throughout the grant period developed with the program staff;
 - c. Ensure that all instruments developed, their administration, and the data secured therein are treated in accordance with all established protocols for the protection of human subjects;
 - d. Analyze the data secured at baseline to identify any key patterns or concerns identified by respondents and report on said analysis within 45 days of finalizing data collection; and,
 - e. Analyze the data secured at subsequent points in time to identify any key patterns or concerns identified by the respondents and compare the data secured to that collected at baseline to identify any significant changes or trends, and report on said analysis within 45 days of finalizing data collection.
2. The University will provide a qualitative analysis of resident perceptions of safety and crime in the program's target neighborhood. Specifically, the University will:
 - a. Develop a focus group protocol designed to elicit information from participants regarding their perceptions of crime and safety;
 - b. Work with program staff to develop a recruitment strategy to maximize participation and representation of residents;
 - c. Administer three (3) waves of focus group data collection, each consisting of three (3) focus groups of no more than ten (10) participants each – two (2) led by a facilitator fluent in English and one (1) led by a facilitator fluent in Spanish;
 - d. Ensure that all protocols developed, their administration, and the data secured therein are treated in accordance with all established protocols for the protection of human subjects;
 - e. Analyze the data secured at baseline to identify any key patterns or concerns identified by respondents and report on said analysis within 45 days of finalizing data collection; and,
 - f. Analyze the data secured at subsequent points in time to identify any key patterns or concerns identified by the respondents and compare the data secured to that collected at baseline to

identify any significant changes or trends, and report on said analysis within 45 days of finalizing data collection.

3. The University will provide a final report analyzing the change in respondent attitudes between the baseline data collection and the end of the program period.

PROPOSED TIMELINE

Note: The following timeline assumes a contract start date of October 1, 2011.

Milestone	Date
Conduct the baseline survey data collection and focus group collection	November 18, 2011
Provide a report detailing analysis of baseline data	December 31, 2011
Conduct the mid-term survey data collection and focus group collection	September 12, 2012
Provide a mid-term report detailing analysis of mid-term data and comparison to baseline data	October 31, 2012
Conduct the program end survey data collection and focus group collection	July 12, 2013
Provide final program outcome evaluation report	August 30, 2013